

PERSONNEL DIRECTOR MEMORANDUM NO. -53

SUBJECT: Congressional Cases

1. Communications from Congressional sources pertaining to applicants for positions with the Agency, received by any component of the Personnel Office, will be referred immediately to Legislative Liaison (extension 734). Legislative Liaison will contact the Personnel Procurement Division to arrange for appropriate interviews and employment considerations.
2. Application and/or other papers submitted to the Agency will be acknowledged by the Personnel Procurement Division or in such manner as may be requested by Legislative Liaison.
3. At the time a file is prepared in such a case, the folder will be stamped "Congressional Case". A special "Congressional" cover sheet will be placed ON TOP of all other papers in the file (with the exception of a notice of security disapproval). In accordance with the instructions on the cover sheet, Legislative Liaison will be notified immediately upon the initiation of any action by any component of the Personnel Office which affects the status of the individual.
4. In those cases culminating in entrance on duty, the "Congressional" cover sheet will be removed from the file upon entrance on duty and returned to the Personnel Procurement Division. In those cases which do not culminate in entrance on duty and in which the folder is returned to applicant files, the cover sheet will remain in the file so that the case may be identified as a Congressional referral if it is re-opened at a later date. The foregoing instructions supersede the instructions contained in the note on the Congressional cover sheet.
5. A supply of these cover sheets will be maintained in the Personnel Procurement Division of the Personnel Office. In the event that the file on a Congressional case is made up in any component of the Personnel Office other than Personnel Procurement Division, a cover sheet will be obtained and placed in the folder by the component establishing the file.
6. Division and Staff Chiefs will ensure that all employees concerned are aware of these procedures and the necessity for the expeditious handling of Congressional cases.

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Acting Personnel Director

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